

LICENSING SUB-COMMITTEE SUPPLEMENTARY AGENDA

23 January 2026

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

5 APPLICATION FOR A PREMISES LICENCE - THE PALMS HOTEL (BOKA BY PALMS) SOUTHEN ARTERIAL ROAD, HORNCURCH, RM11 3UJ (Pages 3 - 12)

Additional documents supplied by the applicant - Boka By Palms Ltd under section 17 of the Licensing Act 2003.

**Zena Smith
Head of Committee & Election
Services**

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PROPOSED CONDITIONS – BOKA RESTAURANT **20 January 2026**

OPENING HOURS FOR PREMISES

Sunday to Thursday: 10:00 to 01:20

Friday and Saturday: 10:00 to 02:20

LICENSABLE ACTIVITIES

Supply of Alcohol, Live Music, Recorded Music:

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

Late Night Refreshment

Monday- Thursday: 23:00 to 01:00

Friday & Saturday: 23:00 to 02:00

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be available to show recordings of the previous two days to responsible authorities when requested subject to data protection law requirements.

2. An incident log shall be kept at the premises and made available on request to the Police or other authorised officers. The log will record the following details:

- All crimes reported to the venue
- All ejections of customers and all refusals of alcohol
- Any incidents of disorder and any seizures of items
- Any faults in the CCTV system and the actions taken to remedy such faults

3. A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.

4. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

5. There shall be no sale of alcohol in unsealed containers for consumption off the premises, except for consumption by hotel residents in hotel bedrooms.
6. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide proof of age in a form approved in legislation.
7. Persons under the age of 18 years shall not be allowed on the premises after 21:00 hours where licensable activities are taking place unless accompanied by an adult. No person under the age of 18 shall be allowed on the premises after 23:00.
8. The Licence holder shall keep a written record of all staff authorised to sell alcohol. This record shall include the full name, home address, and date of birth of each authorised person. The staff record to be kept on the licensed premises and made available for inspection by the Police and other authorised officers in accordance with data protection requirements.
9. All staff engaged in the provision of licensable activities, including the sale of alcohol, shall receive appropriate training. The training shall include the responsible sale of alcohol, drug awareness, conflict management, safeguarding of children and vulnerable persons.
10. Staff training records shall be kept on the premises for a minimum of 1 year and be made available for inspection by Police and other authorised officers upon reasonable request. Refresher training shall be undertaken at intervals of no more than 6 months.
11. The Licence holder shall ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in verifying a customer's age and able to effectively question purchasers and check evidence of proof of age.
12. The Licence holder shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge persons under 18 years of age attempting to purchase alcohol.
13. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises.
14. No alcohol shall be supplied to a patron drinking at the premises without an associated provision of food to the table. There shall be no vertical drinking at the premises, all consumption of alcohol on site shall be whilst seated.
15. Alcohol shall be supplied to customers by waiter/waitress service only.
16. There shall be no separate bar area in the outdoor area.
17. An appropriate automatic noise control device must be used for any licensable amplified sound. The device should be set so that the volume of any licensable amplified sound emanating from the premises does not cause a public nuisance.
18. Doors and windows to the premises shall remain closed (save for entrance and egress)

at all times when regulated entertainment is occurring.

19. No regulated entertainment shall occur in the outside area.

20. The outdoor area shall be continuously monitored whenever it is in use for licensable activities. One SIA licensed door supervisor shall be on duty outdoors at the premises whenever the premises are in use for licensable activities from midnight until the premises are closed to the public.

21. A register shall be maintained at the premises including all details of SIA licensed personnel and made available for inspection.

22. Clear written instructions shall be provided to SIA personnel regarding:

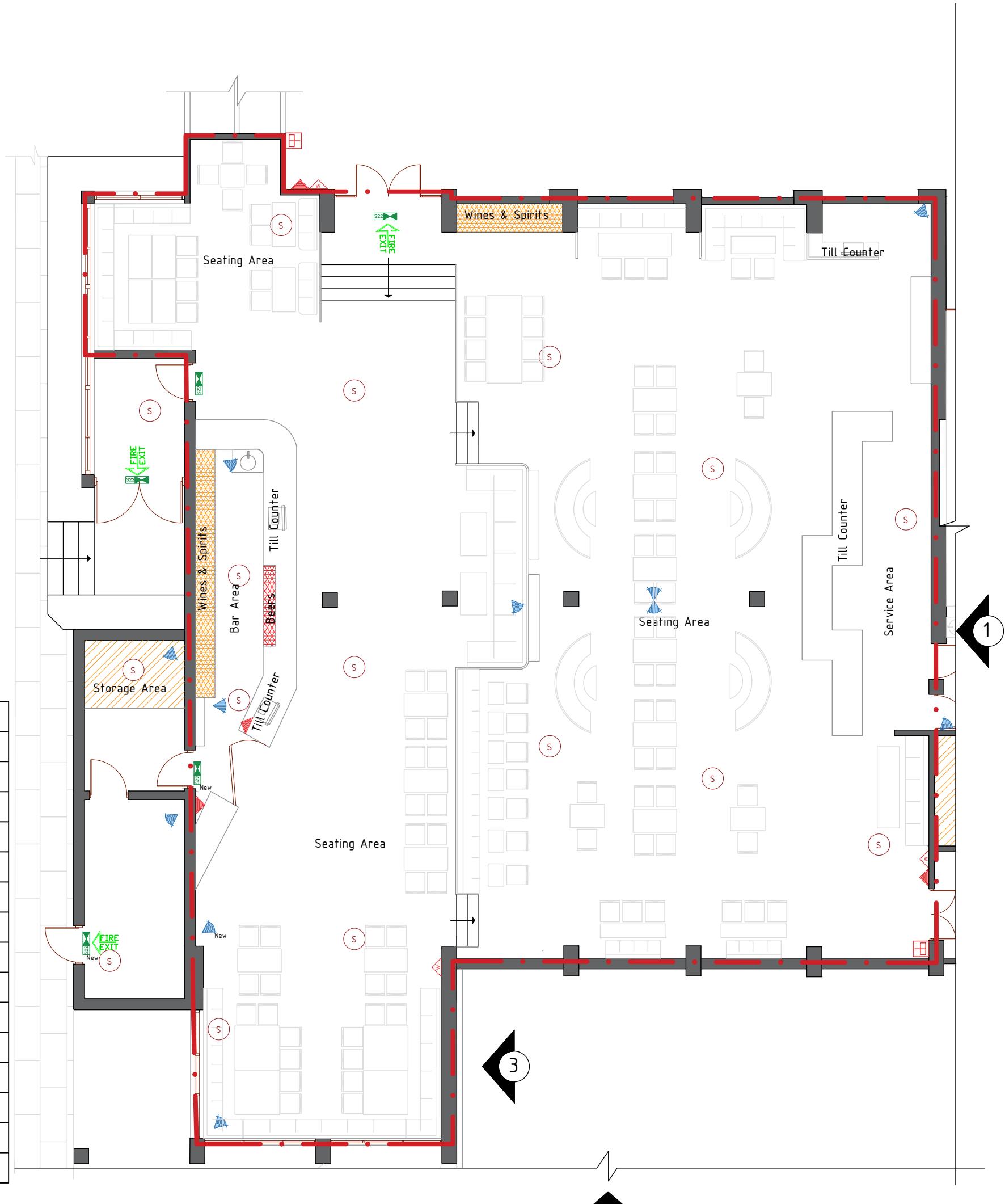
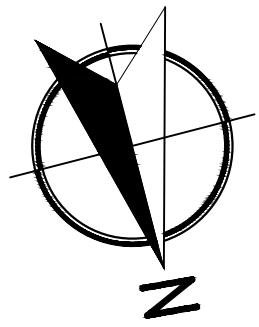
- (a) Ensuring that no alcoholic drinks leave the licensed premises;
- (b) Conducting age verification checks (as appropriate)
- (c) Refusing entry to any person who appears to be intoxicated;
- (d) Conducting searches of customers as considered necessary;
- (e) Monitoring and controlling maximum occupancy levels; and
- (f) Ensuring compliance with any specific conditions attached to the premises licence.

20 January 2026

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Notes:

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- 2- Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be cross checked on the site.
- 3- All discrepancies and change of design requests by authorities should be reported to surveyor immediately.
- 4- All drawings to be read in conjunction with the project specification with all works carried out in accordance with the latest British Standards and codes of practice. Licensing drawings are not to be used for the purpose of building & installation regulations.
- 5-The location and type of any fire detection, fire safety and any other equipment may be subject to change following the completion of the works following the fire officer/appointed fire safety contractors assessment. Layouts may also be varied from time to time with the agreement of the fire officer or after any further fire risk assessment. This drawing has some improvements.
- 6-Attention is drawn to legal obligations concerning training for the use of fire extinguishers.
- 7-Dimensions are based on information provided and existing records.
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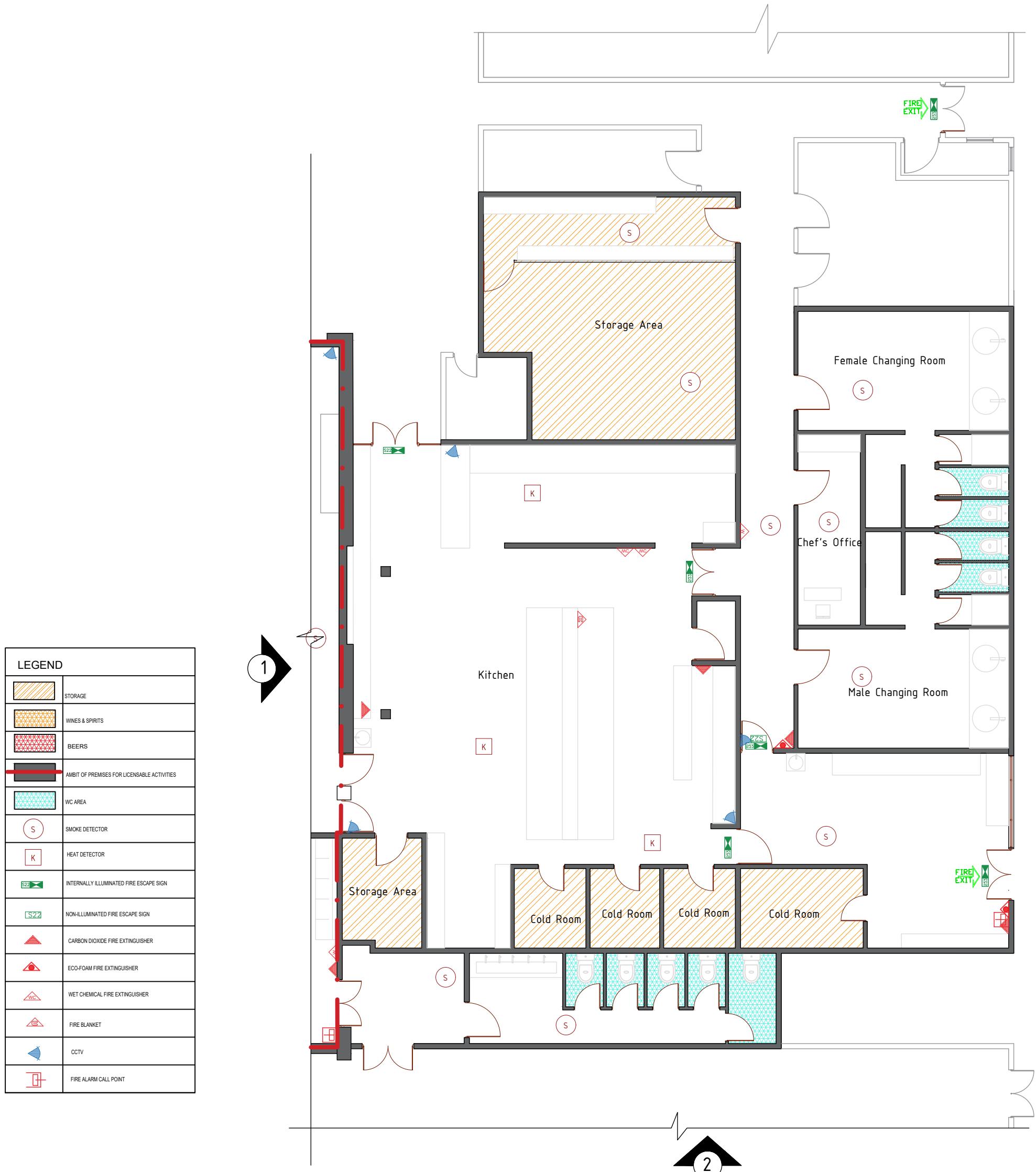
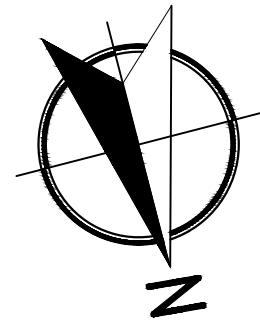
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Ground Floor Plan

Address	Boka At Palms Hotel, Southend Arterial Road, Hornchurch RM11 3UJ	Rev	V1	Date	10/11/2025
Sheet	1/5	Name		Drawn By	MDF
Reference	PH-1011-GFP1	Ground Floor Plan	Page 7	Checked By	SS

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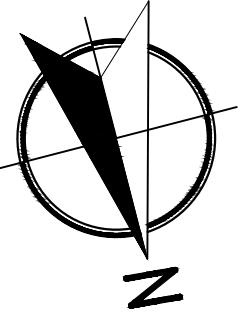
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Ground Floor Plan

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Sheet	2/5	Name		Drawn By	MDF
Reference	PH-1011-GFP2	Ground Floor Plan	Page 8	Checked By	SS

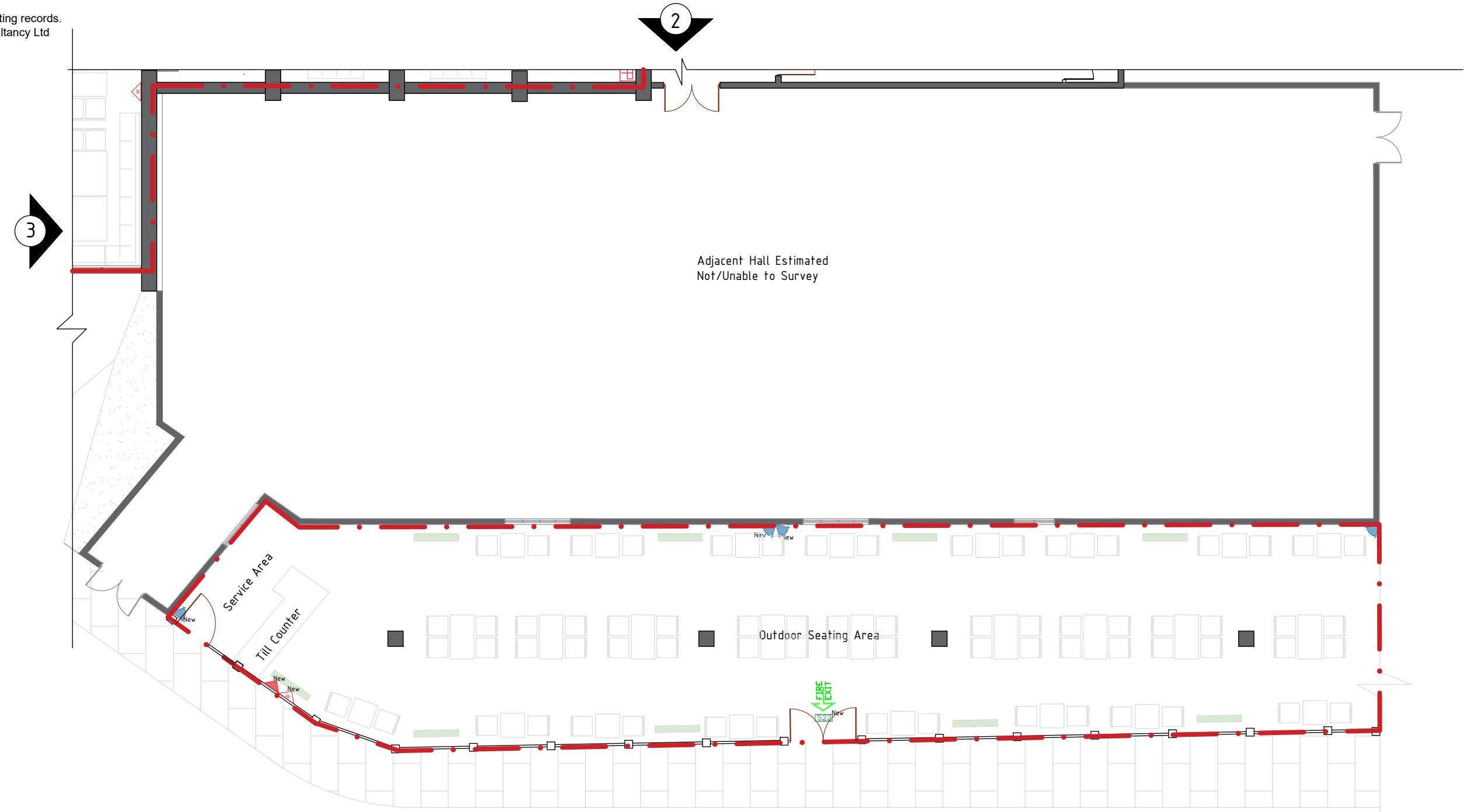
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LEGEND	
	STORAGE
	WINES & SPIRITS
	BEERS
	AMBIT OF PREMISES FOR LICENSABLE ACTIVITIES
	WC AREA
	SMOKE DETECTOR
	HEAT DETECTOR
	INTERNALY ILLUMINATED FIRE ESCAPE SIGN
	NON-ILLUMINATED FIRE ESCAPE SIGN
	CARBON DIOXIDE FIRE EXTINGUISHER
	ECO-FOAM FIRE EXTINGUISHER
	WET CHEMICAL FIRE EXTINGUISHER
	FIRE BLANKET
	CCTV
	FIRE ALARM CALL POINT

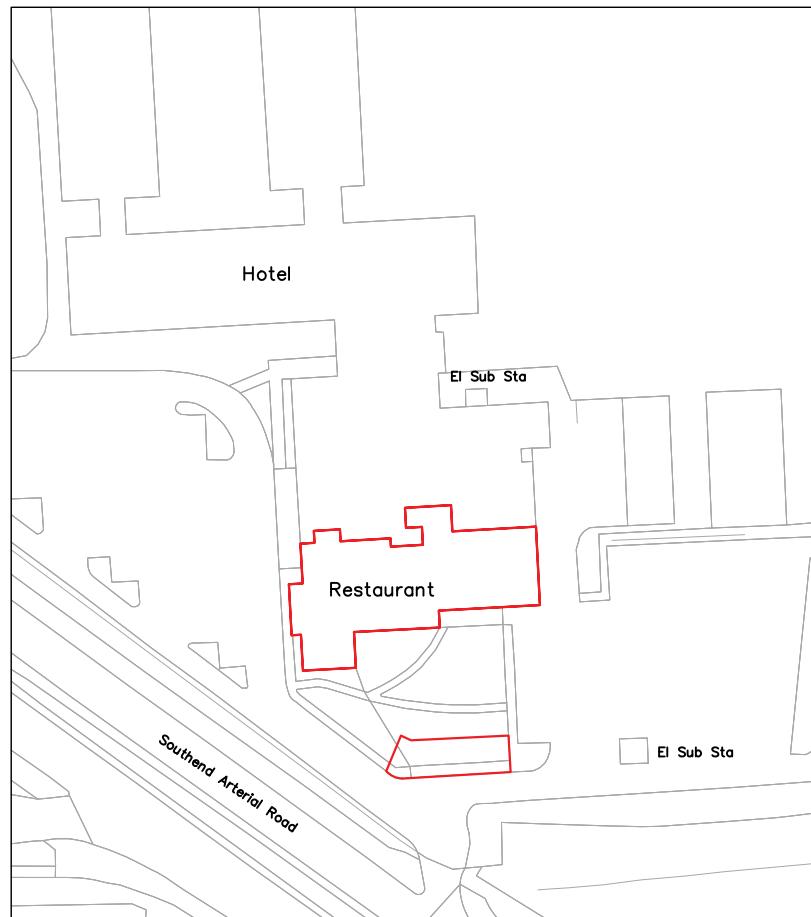
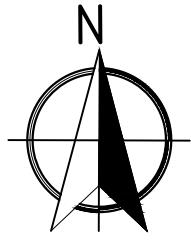


Ground Floor Plan

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Sheet	3/5	Name		Checked By	SS		
Reference	PH-1011-GFP3	Ground Floor Plan					

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OS Map

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Title: Palms Hotel Southend Arterial Road Hornchurch RM11 3UJ

Map Produced for: For Application

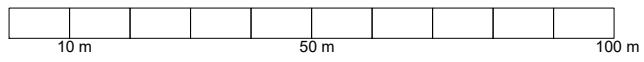
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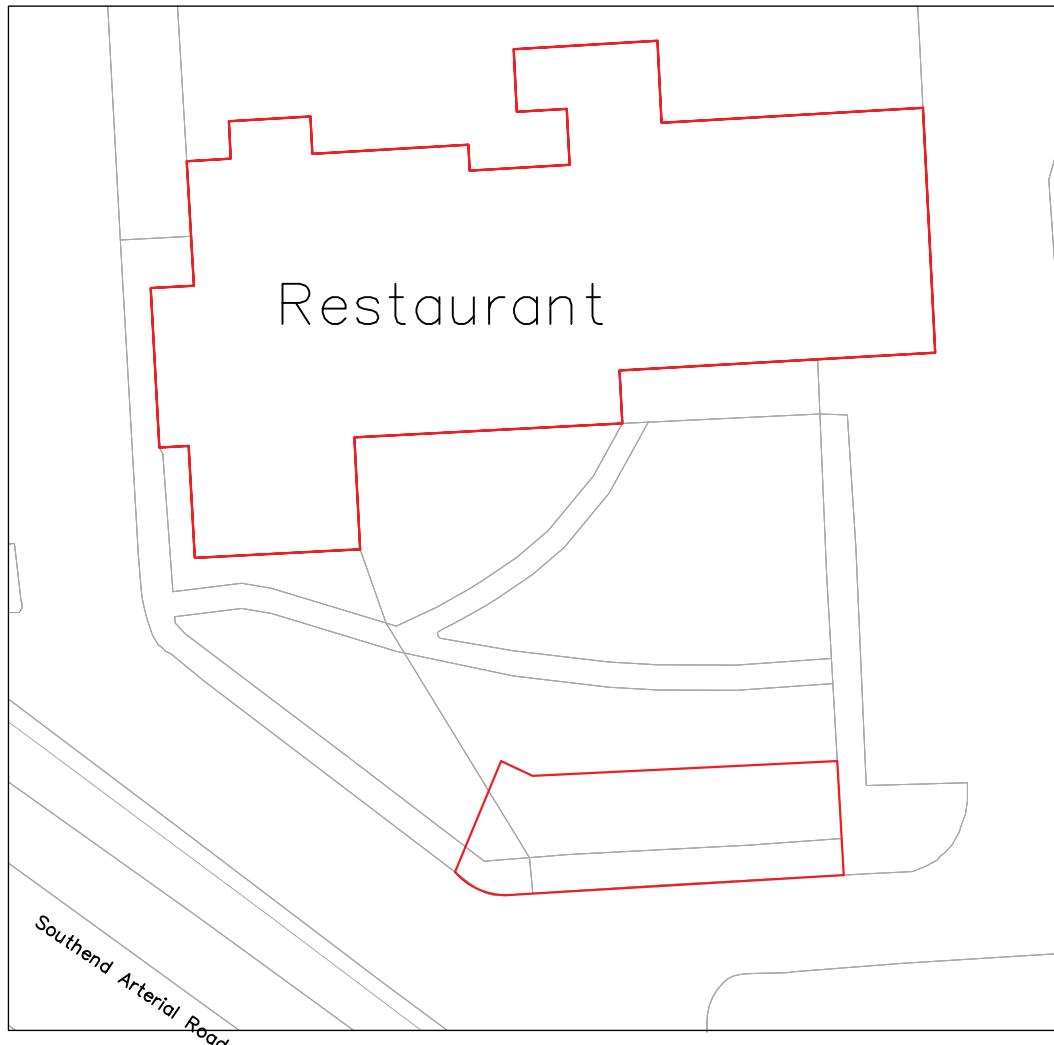
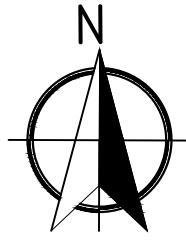
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Reference	PH-1011-OSM			Checked By	SS	
		Page 10	OS Map			

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Block Plan

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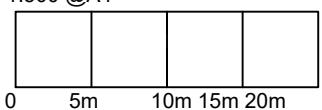
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